

October 18, 2000

**Official Foreign Travel Implementation Guidance
for
Office of Science,
Deputy Administrator for Defense Programs, and
Office of Environmental Management**

The purpose of this document is to provide official foreign travel implementation guidance for (1) DOE Federal employees, including employees from Headquarters and field offices; and (2) all contractor and subcontractor employees, as defined in DOE O 551.1A, Official Foreign Travel. These guidelines are being provided to comply with the requirement contained in the Official Foreign Travel Order, dated 8-25-00, which directed responsible Program Secretarial Officers to develop and issue instructions for implementing the Order. Please refer to Attachment D matrices for more specific guidance for each LPSO.

1. Foreign Travel Management System Entry

Federal and contractor travelers shall complete Request for Official Foreign Travel, SF 1512, and obtain appropriate supervisor(s) signature(s). Traveler must ensure that the required travel data is available for entry into the Foreign Travel Management System (FTMS)¹ database and submitted in time to meet the appropriate advance notification requirements discussed below. For travel under the purview of the Deputy Administrator for Defense Programs or the Office of Environmental Management, Attachment A, 10-Point Criteria, should be submitted along with the SF 1512.

For non-sensitive travel, a request must be entered into FTMS at least 21 days before the proposed departure date. This is particularly important for Federal employees because of the new requirement for **all** Federal employees to obtain country clearance for all foreign travel. Requests for travel to sensitive countries, or travel involving sensitive subjects, must be entered into the FTMS at least 30 days before the proposed departure date for both Federal and contractor employees. Please contact your Organizational Point of Contact (OPOC) to determine if the country you plan to visit is sensitive or non-sensitive. Your OPOC has a copy of the sensitive topic list. Please refer to this list to determine if the topic of your trip is sensitive or non-sensitive. If the travel is not entered in time to meet the 21- or 30-day requirements (hereinafter referred to as exception travel), the traveler must provide a strong justification stating why the request was late. Please use the Exception Waiver, Attachment B. It may not be possible to ensure country clearance for trip requests submitted outside the 21- or 30-day time minimum.

A revision of a foreign trip request is required if one or more of the following situations are met:

- a. If there is a 25 percent increase or decrease (exceeding \$500) in the total cost of the trip.
- b. If the departure or return date is changed by more than 30 days.
- c. If there is an addition or deletion of one or more countries.
- d. If there is an addition of at least one city that is not a required stopover or directly related to the previously submitted itinerary.

¹ The FTMS is in the process of being renovated by the Headquarters, Office of Chief Financial Officer (CFO). The new centralized, enhanced system, which will streamline and fully automate the foreign travel process, will be operational in approximately one year. The present system will be in use until the new system is developed and implemented.

Once a trip has been approved in the FTMS, a new trip request would need to be entered. A substitution of one traveler for another would also require that a new trip request be entered in the FTMS and the cancellation of the original request.

2. Sensitive Travel

Travel to sensitive countries or to non-sensitive countries involving sensitive subjects will be hereinafter referred to as sensitive travel.

Every traveler has the responsibility to verify if the country to be visited is sensitive or non-sensitive and if the subject of the travel is sensitive or non-sensitive.

For sensitive travel for all travelers, the respective LPSO Travel Offices will request country clearance, through the Department of State, via cable from the U.S. Embassy in the country to be visited and will notify the traveler when country clearance has been received. **Travel to sensitive countries cannot be undertaken without country clearance for Federal and contractor employees.**

The office that holds the main personnel security file for the traveler needs to approve any trip request involving a sensitive topic and/or sensitive country. Each field office will know who holds the main personnel security file.

For information regarding counterintelligence briefing requirements, please refer to Attachment E.

Also, see Attachment F for the appropriate points of contacts for each LPSO for coordination with intelligence, counterintelligence, and export control concerns.

3. Non-Sensitive Travel

Travel to non-sensitive countries involving non-sensitive subjects will be hereinafter referred to as non-sensitive travel.

Every traveler has the responsibility to verify if the country to be visited is sensitive or non-sensitive and if the subject of the travel is sensitive or non-sensitive.

For non-sensitive travel for Federal employees, the respective LPSO Travel Office will request, through the Department of State, country clearance via cable from the U.S. Embassy in the country to be visited and will notify the traveler when country clearance has been received. **Federal employee travel to non-sensitive countries cannot be undertaken without country clearance.**

For non-sensitive travel for contractor employees, country clearance is not necessary, **unless the traveler is meeting with senior government official(s) (Assistant Secretary level or equivalent or higher), or requires Embassy assistance.**

4. Travel Funded by Foreign Entity/Non-DOE Source or Work for Others

For all Federal and contractor travel that is funded by a foreign entity or a non-DOE source, the traveler must ensure that the funding has been identified and entered in the SF 1512 and the FTMS.

a. Travel Funded by Foreign Entity/Non-DOE Source

Local counterintelligence, and/or the local, designated official, will review travel to any country where foreign entity monetary support is provided for the travel to assure there are no ethical conflicts in accepting the funds. (Refer to paragraph 5. f. (4)(b) in the Order, and paragraph 1.a. (7) in the Contractor Requirements Document.) In this regard, international institutions (i.e., IAEA, NEA, OECD) are not considered foreign entities, although they are non-DOE sources.

b. Travel Funded Under Work for Others

All official foreign travel conducted under Work-for-Others arrangements (i.e., there is no DOE funding), will be processed under the organization with primary programmatic interest (e.g., the organization that normally funds the traveler). If the work or project to be conducted relates to other DOE programs, then a point of contact should be noted on line 32 of the SF 1512.

5. Trip Closeout

Trip reports for all foreign travel are now required and must be submitted electronically by Federal employees and contractors within 30 days after return to duty station. Travelers must comply with trip report requirements for one trip before a subsequent foreign trip is authorized or approved. Further foreign travel may be denied until all outstanding trip reports are received from the traveler. Trip reports (see Attachment C) consist of two parts:

a. Part 1 of Trip Report

Part 1 of the trip report consists of brief factual information concerning the travel, including title of the report (i.e., "Travel to ____"); report date; traveler's name(s); position/title; organization; date(s) of travel; destination; FTMS trip number; and abstract (such as major highlights, benefits of the travel, people contacted, results of meetings, facilities visited). Traveler submits Part 1 of the trip report via e-mail to the Office of Science and Technical Information (OSTI) in Oak Ridge, Tennessee. The e-mail address for sending Part 1 of the trip report to OSTI is: tripreport@osti.gov. Traveler also electronically submits Part I to the local travel office and to other distribution lists required by their LPSO.

b. Part 2 of Trip Report

Please refer to the attached matrices for more specific guidance for each LPSO and to Attachment 2 of the Order.

c. Record Keeping

The Headquarters LPSO Offices and their field offices must maintain a record of all foreign travel for which they have full or partial responsibility, including actual costs, until the new system for the FTMS database is operational. The present foreign travel management system is not configured for entering the actual cost of a trip into the database.

6. Major Foreign Conference Travel

The LPSO must approve DOE sponsorship, co-sponsorship, or funding of an international conference if 30 or more Federal and contractor employees are expected to attend the conference on official travel. International conferences with 30 or more DOE-funded participants are considered a major conference. A list of projected major conferences will continue to be made available to the Organizational Points of Contact in Headquarters and the field. Trip requests to attend any conference on the list must continue to be routed to Headquarters for approval.

7. Country Clearance

The LPSO Travel Offices will process all country clearances by sending cables through the Department of State to the appropriate U.S. Embassy.

The traveler is responsible for providing the following required information on the SF 1512 for each itinerary, which the Travel Office for each LPSO will use to prepare the required cable: current passport number and expiration date; clearance status; a description of any in-country travel, including stopovers; a concise but detailed description of the purpose of the trip, include official names of conferences/symposiums/workshops, and titles of any talks that will be given; name and phone number of facility or organization to be visited; name(s) and phone number(s) of hotel(s); name of point of contact and daytime telephone number; name of point of contact for after hours and telephone number; indicate if traveler requires Embassy assistance.

Questions on implementation of this guidance should be directed to the contacts listed on the attachments.

List of Attachments:

Attachment A, 10-Point Criteria

Attachment B, Exception Waiver

Attachment C, Trip Report Format

Attachment D, SC, DP, and EM Matrices

Attachment E, Requirements for Counterintelligence Briefings

Attachment F, SC, DP, and EM Points of Contact

